



COMMONWEALTH of VIRGINIA

Department of General Services

Division of Purchases and Supply

1111 East Broad Street
P.O. Box 1199
Richmond, Virginia 23218-1199
(804) 786-3842
FAX (804) 225-3707

Dear Business Leader:

Thank you for your interest in registering with eVA, the Commonwealth of Virginia's dynamic government-to-business website that automates and streamlines government purchasing activities.

Using eVA to do business with Virginia makes both of our processes faster and easier. eVA provides you with a single source for procurement information, reducing the amount of time spent on administrative tasks associated with purchasing. Access to procurement information and the ability to post a catalog of your products on eVA opens the door to business opportunities.

Through eVA you now have direct communications with potential buyers in a centralized location without the expense of mass marketing. Additionally, eVA's push technology will notify you of business opportunities in Virginia. Once you register with eVA, you can conduct business with the entire Commonwealth of Virginia.

You can register on-line at www.eva.virginia.gov or you can complete the attached registration form and return it to the address indicated. To expedite the registration approval process, we are also collecting signed and dated W-9 forms in eVA. A copy of the W-9 form can be found at www.irs.gov or you can complete the attached substitute W-9 form and submit it with your registration.

Should you need assistance, please call the eVA Customer Care Help Line at 1-866-289-7367. Advise the representative that you have questions or require assistance with the eVA registration process. You can also email eVA Customer Care at eVACustomerCare@dgs.virginia.gov.

We look forward to receiving your completed registration application. Thank you for your interest in doing business with the Commonwealth of Virginia.

Sincerely,

A handwritten signature in black ink that reads "Ron Bell".

Ron Bell
Director

Attachments:

Vendor Registration Application (10 Pages)
Commodity Code List
Commonwealth's Zone Map

COMMONWEALTH OF VIRGINIA

eVA Vendor Registration Application Helpful Information

The following information is provided to assist you in completing your eVA Vendor Registration Application.

1. Contact Types and Roles (Registration Application Sections A through F)

- **Primary Contact (Section A):** This contact will be the primary point of contact for your company's eVA registration account.
- **Physical Address Contact (Section B):** This contact will be associated with the physical address of your company's location that is being registered in eVA.
- **Payment Contact (Section C):** This contact receives all payment correspondence for goods or services delivered by your company as a result of contracts and/or purchase orders issued by the Commonwealth of Virginia.
- **Ordering Contact (Section D):** This contact receives notifications of orders issued to your company.
- **Solicitation Contact (Section E):** This contact receives notifications for business opportunities (Invitations For Bids, Requests For Proposals, Quick Quotes, etc.).
- **Billing Contact (Section F):** This contact receives invoices for eVA Transaction Fees assessed to your company. These fees are invoiced and collected by the Commonwealth's Department of General Services. For additional information, please see the Vendor Registration Memorandum Of Agreement included in this eVA Vendor Registration Application.

2. Commodity Code Information (Registration Application Section G)

- Buyers search commodity codes to identify suppliers that provide the goods or services they need to purchase.
- eVA requires the buyer to use commodity codes when processing solicitations and orders.
- If you select the Premium Level Registration, eVA will use the commodity codes you specify in Section G of this eVA Vendor Registration Application to determine what business opportunity (solicitation) notifications to send to your Solicitation Contact.
- A copy of the Commonwealth's Commodity Code list (CD ROM Disk) has been provided to your company with this eVA Vendor Registration Application. For an easy to use Commodity Code look-up, go to <https://learnabouteva.dgs.virginia.gov/NIGP.aspx>.

3. Service Areas (Registration Application Section H)

The Service Areas you specify in Section H designate specific locations within the Commonwealth where your company agrees to provide the goods and services commodities designated in Section G of this eVA Vendor Registration Application. For your convenience, a copy of the Commonwealth's Zone Map has also been provided.

4. W-9 Form (Registration Application Section A)

As a part of eVA Vendor Registration, the Commonwealth of Virginia now collects a signed and dated copy of your company's W-9 form. This form will be kept as an attachment to your company's eVA Vendor Registration Account.

5. Confirmation of Your Registration

After your completed eVA Vendor Registration Application has been received and processed, you will receive a confirmation notice from eVA Customer Care. The confirmation notice will include further instructions for using and managing your company's eVA Vendor Registration Account.

6. eVA Customer Care

If you have questions or require additional assistance, please contact eVA Customer Care by phone (1-866-289-7367) or by email (eVACustomerCare@dgs.virginia.gov).

COMMONWEALTH OF VIRGINIA

eVA Vendor Registration Application

eVA Transaction Fees

eVA is a self-funded program as directed by the Governor and General Assembly. Funds necessary to sustain the eVA program are generated by order transaction fees assessed to both buyers and to suppliers. eVA vendor registration fees have been discontinued for new registrations and registration renewals dated July 1, 2009 and after.

By submitting your signed eVA Vendor Registration Application, you are agreeing to pay the order transaction fee that will be assessed for each order your company receives. A copy of the current eVA Fee Schedule is attached. This eVA Fee Schedule can be modified as set forth eVA Vendor Registration Application, "Vendor Registration – Memorandum Of Agreement".

Generally, eVA Order Transaction Fees are invoiced within 30-60 days after an order has been issued to your company. These fees are invoiced and collected by the Commonwealth of Virginia Department of General Services. Payment terms are Net 30.

eVA Vendor Registration provides many benefits and advantages some of which are as follows:

- **Basic Level Registration:** Basic Registration includes the following:
 - ✓ Public access to solicitations (downloadable in .pdf format), awards and other procurement notices
 - ✓ Vendor visibility to Commonwealth buyers
 - ✓ Access to commodity history associated with specific solicitations
 - ✓ On-line vendor registration updates
 - ✓ Electronic submission of bids and proposals
 - ✓ Electronic order receipt (including email or fax)
 - ✓ Vendor catalog posting in the eVA eMall
 - ✓ Ability to research historical procurement data
- **Premium Level Registration:** Premium Registration includes the following:
 - ✓ All Basic Registration services
 - ✓ Solicitation notification by email or fax



Commonwealth of Virginia

Department of General Services
Division of Purchases and Supply
P.O. Box 1199
Richmond, VA 23218-1199

Vendor Registration Application

Telephone: 1-866-289-7367

www.eVA.virginia.gov

Fax: 804-786-3883

Company Information

*Name Used for IRS Filings: _____
Legal Name Used for 1099 IRS Filings

*Trade Name/DBA: _____
Name Used for Orders and Payments

Location Name: _____
e.g. Roanoke Office

*Taxpayer ID Number (TIN) _____ *1099 TIN Type: () SSN () FEIN () Other: _____

_____ www. _____
*DUNS Number (www.dnb.com) Web Site Address

*Company Type (Select Only One):

- () Corporation () Limited Liability Corporation (LLC)⁽¹⁾ () General Partnership () Governmental
 () Individual () Sole Proprietorship () Limited Liability Partnership () Non-Profit⁽²⁾

⁽¹⁾If LLC, please choose LLC Classification: () Corporation () Disregarded Entity () Partnership

⁽²⁾If Non-Profit, please choose a Tax Exemption Code: () 501(a) Tax Exempt () 501(c)(3) Tax Exempt () Other

*Accept Visa:

() Charge Cards Not Accepted () Accepts VISA () VISA Not Accepted, Other Cards Are Accepted

Note: Visa is the official charge card used by Virginia agencies and institutions.

*eVA Registration Service Level:

- () Basic () Premium } **NOTE:** Premium Registration includes email or efax notification of business opportunities matching the vendor's registered commodities. Basic Registration does not.

***W-9 Form:** Please complete and sign the Commonwealth of Virginia Substitute W-9 form found on Page 10, or attach a signed copy of your company's most recent W-9 form, and return with this Vendor Registration Application.

Primary Contact

*First Name: _____ *Last Name: _____

*Email: _____

*Phone: () _____ Extension: _____ *Fax: () _____

Fields marked with an asterisk (*) are required. This application can not be processed without all required fields.

Physical Address

*Preferred Contact Method (Select Only One): eMail Fax USMail

* Physical Address:

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Country: _____

* Contact:

Name: _____

eMail: _____

Phone: () _____ Extension: _____ Fax: () _____

Payment Address

*Preferred Contact Method (Select Only One): eMail Fax USMail

*Payment Address: Check If Same As: Physical

Address Line 1: _____
Address Used For 1099 IRS Filings

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Country: _____

*Payment Contact: Check If Same As: Physical

Name: _____

eMail: _____

Phone: () _____ Extension: _____ Fax: () _____

Ordering Address

*Preferred Method For Receiving Orders (Select Only One):

E-Mail address: _____

Fax number: () _____

USMail: Check If Same As: Physical Payment

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Country: _____

Fields marked with an asterisk (*) are required. This application can not be processed without all required fields.

Ordering Address Continued

*Ordering Contact: Check If Same As: () Physical () Payment

Name: _____

eMail: _____

Phone: (_____) _____ Extention: _____ Fax: (_____) _____

Solicitation Address

*Preferred Contact Method (Select Only One): () eMail () Fax () USMail

*Solicitation Address: Check If Same As: () Physical () Payment () Ordering

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Country: _____

*Solicitation Contact: Check If Same As: () Physical () Payment () Ordering

Name: _____

eMail: _____

Phone: (_____) _____ Extention: _____ Fax: (_____) _____

Billing Address

*Billing Address: Check If Same As: () Physical () Payment () Ordering () Solicitation

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Country: _____

*Billing Contact: Check If Same As: () Physical () Payment () Ordering () Solicitation

Name: _____

eMail: _____

Phone: (_____) _____ Extention: _____ Fax: (_____) _____

Fields marked with an asterisk (*) are required. This application can not be processed without all required fields.

Commodity Code Information

Commodity Codes	Commodity Codes	Commodity Codes	Commodity Codes

Service Area

Check all that apply:

<input type="checkbox"/> ALL	STATEWIDE
<input type="checkbox"/> Zone 97	Cities: Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg Counties: Gloucester, Isle of Wight, James City, Mathews, Middlesex, Southampton, Surry, Sussex, and York
<input type="checkbox"/> Zone 98	Cities: Colonial Heights, Hopewell, Petersburg, and City of Richmond Counties: Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, King William, New Kent, Powhatan, and Prince George
<input type="checkbox"/> Zone 99	Cities: Fredericksburg Counties: Caroline, Culpeper, Essex, King and Queen, King George, Lancaster, Madison, Northumberland, Orange, Richmond County, Spotsylvania, Stafford, and Westmoreland
<input type="checkbox"/> Zone 100	Cities: Alexandria, Fairfax, Falls Church, Manassas, Manassas Park, and Winchester Counties: Arlington, Clarke, Fairfax, Fauquier, Frederick, Loudoun, Page, Prince William, Rappahannock, Shenandoah, and Warren
<input type="checkbox"/> Zone 101	Cities: Charlottesville, Harrisonburg, Staunton, and Waynesboro Counties: Albemarle, Augusta, Fluvanna, Greene, Highland, Louisa, Nelson, and Rockingham
<input type="checkbox"/> Zone 102	Cities: Emporia Counties: Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Greensville, Halifax, Lunenburg, Mecklenburg, Nottoway, and Prince Edward
<input type="checkbox"/> Zone 103	Cities: City of Bedford, Buena Vista, Clifton Forge, Covington, Danville, Lexington, and Lynchburg Counties: Alleghany, Amherst, Appomattox, Bath, Bedford County, Botetourt, Campbell, Pittsylvania, and Rockbridge
<input type="checkbox"/> Zone 104	Cities: Galax, Martinsville, Radford, City of Roanoke, and Salem Counties: Carroll, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pulaski, and Roanoke County
<input type="checkbox"/> Zone 105	Cities: Bristol and Norton Counties: Bland, Buchanan, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe
<input type="checkbox"/> Zone 106	Cities: None Counties: Accomack and Northampton

Fields marked with an asterisk (*) are required. This application can not be processed without all required fields.

COMMONWEALTH OF VIRGINIA

Terms and Conditions & Instructions To Vendors

These terms and conditions apply to purchases between the agency or institution and the contractor.

1. Unless otherwise stated in the body of the order, this contractual agreement is subject to the terms and conditions of the Commonwealth of Virginia Vendors Manual and any revisions thereto, as published by the Department of General Services, Division of Purchases and Supply.
2. Goods or Services delivered must be strictly in accordance with bid referred to and shall not deviate in any way from terms, conditions or specifications of the bid. Equipment, materials and/or supplies delivered on this order shall be subject to inspection and test upon receipt. If rejected, same shall remain the property of the vendor.
3. Purchase Order number shall be shown by vendor on all related invoices, delivery memoranda, bills of lading, packages and/or correspondence.
4. A SEPARATE INVOICE FOR THIS PURCHASE ORDER OR FOR EACH SHIPMENT THEREON SHALL BE RENDERED IMMEDIATELY FOLLOWING SHIPMENT. ALL COPIES SHALL BE FORWARDED DIRECT TO AGENCY AT INVOICE ADDRESS SHOWN.
5. STATE SALES AND USE TAX CERTIFICATE OF EXEMPTION, FORM ST-12 WILL BE ISSUED UPON REQUEST, IF YOU DO NOT HAVE SAME ON FILE.
6. DELIVERIES AGAINST THIS ORDER MUST BE FREE OF EXCISE OR TRANSPORTATION TAXES, EXCISE TAX EXEMPTION REGISTRATION NO. 54-73-0076K MAY BE USED WHEN REQUIRED.
7. In the absence of other contractual terms, payment shall be due 30 days after receipt of proper invoice, or material/service, whichever is the later.
8. If discount for prompt payment is allowed, the discount period will begin on the date of receipt of proper invoice, or material, whichever is the later.
9. In case of default by the successful bidder, or failure to deliver the supplies or services ordered by the time specified, the Commonwealth after due notice (oral or in writing), may procure them from other sources and hold vendor responsible for any excess cost occasioned thereby.
10. No substitution, change or deviation shall be made without written authority from the Commonwealth by Purchase Order Change.
11. Vendors and contractors providing goods to the Commonwealth of Virginia under this order herewith assure the Commonwealth that they are conforming to the provision of the Civil Rights Act of 1964 as amended, as well as the Virginia Fair Employment Contracting Act of 1975 as amended, where applicable.
12. This Purchase Order/Contract shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise by the laws of the Commonwealth of Virginia.
13. All prices unless otherwise specified are net F.O.B. Destination with transportation charges prepaid.
14. If shipment is made by freight or express and charges added to invoice, the original bill of lading properly receipted shall accompany invoice. All charges must be prepaid.
15. Vendors and contractors performing work on Commonwealth owned or leased facilities or property shall, during the entire term of the contract, maintain at a minimum, the insurance coverages as listed in the Vendors Manual and any revisions thereto.
16. eVA Transaction Fee: Purchase orders processed through the eVA procurement system are subject to an eVA transaction fee as set forth in the eVA Fee Schedule. To obtain a copy of the eVA Fee Schedule, go to www.eVA.virginia.gov and click on "Billing and Payment Portal". eVA Transaction Fee are invoiced and collected by the Commonwealth's Department of General Services.

Commonwealth of Virginia

Vendor Registration – Memorandum Of Agreement (Effective 5/16/2006)

This Memorandum Of Agreement (Agreement) sets forth the terms that have been established by the Commonwealth of Virginia, Department of General Services, Division of Purchases and Supply ("DPS") to govern all electronic procurement transactions made between your firm ("Vendor") and any agency or public body when such electronic procurement transaction is made, in whole or in part, utilizing the Commonwealth of Virginia's web-centric statewide electronic procurement solution (eVA).

For purposes of this Agreement:

- **electronic procurement transaction** is defined to include electronic quotations, bids, proposals, purchase orders, contracts, invoices, shipping notices, or other electronic procurement information, instruments and notices electronically transmitted, received, or posted using eVA in lieu of or in addition to creating one or more paper documents;
- **agency** is defined as any department, authority, board, post, commission, division, institution, or office of State government of the Commonwealth of Virginia; and
- **public body** is defined as any legislative, executive or judicial body, agency, office, department, authority, post, commission, committee, institution, board or political subdivision created by law in Virginia to exercise some sovereign power or to perform some governmental duty, and empowered by law to undertake the procurement activities facilitated by eVA.
- **eVA Fee Schedule** is defined as a listing of eVA registration, transaction, and other fees (eVA fees) that are assessed to eVA users, including Vendors. The eVA Fee Schedule is published on the eVA Website. Each fee set forth on the eVA Fee Schedule is effective dated so eVA users, including Vendors, can determine the appropriate fee by cross referencing a fee's effective date to the date of the activity for which the fee is assessed. The Commonwealth may make changes to the eVA Fee Schedule as provided in Item 2 below. A registered vendor may reject changes to the eVA Fee Schedule by canceling its registration.

By signing and submitting this eVA Registration Form, you certify and warrant to each agency and public body that you are duly authorized, by the Vendor to: (i) register the Vendor as an eVA supplier; (ii) file, on behalf of the Vendor, all of the information requested in the eVA vendor registration process; and (iii) enter into this Agreement on behalf of the Vendor. By signing and submitting this eVA Registration Form, you hereby agree on behalf of the Vendor and for the benefit of each agency and public body that:

- 1) All procurement transactions made, in whole or in part, utilizing the Commonwealth of Virginia's web-centric statewide electronic procurement solution (eVA) shall without exception be governed by the laws of the Commonwealth of Virginia without regard to its conflict-of-laws principles.
- 2) eVA fees are set forth in the eVA Fee Schedule defined above and published on the eVA Website on the date you accept this Agreement. The Commonwealth may change the accepted eVA Fee Schedule by announcing the change(s) at least 60 calendar days in advance of the effective date of the change(s).
 - a. The official date of any such change announcement shall be the date the change announcement is published on the eVA Website.
 - b. Change announcements will also be transmitted to the vendor location master user(s) email address(es) and to the billing address contact email address specified in the Vendor's eVA registration record.Retroactive changes to the eVA Fee Schedule are prohibited unless the purpose of the retroactive change is to reduce a fee. A registered vendor may reject changes to the eVA Fee Schedule by canceling its eVA registration.
- 3) Payment of all eVA fees, assessed in accordance with the eVA Fee Schedule, shall be made within 30 days after receipt, at Vendor's specified Billing Address, of invoices. Invoices for eVA fees incurred prior to

Commonwealth of Virginia

Vendor Registration – Memorandum Of Agreement (Effective 5/16/2006)

July 1, 2006, will be issued by CGI-AMS, the Commonwealth's eVA business partner. Invoices for eVA fees incurred July 1, 2006 and after will be issued by the Commonwealth's Department of General Services.

- 4) The Vendor shall use eVA's vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure it that the registration information remains accurate and complete at all times.
- 5) The Vendor hereby warrants to every agency and public body that the information provided by the Vendor through the eVA registration and eVA registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the eVA registration and eVA registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the eVA registration and registration update functionality.
- 6) The Commonwealth may change the terms and conditions of this Agreement by announcing the change(s) at least 60 calendar days in advance of the effective date of the change(s).
 - a. The official date of any such change announcement shall be the date the change announcement is published on the eVA Website.
 - b) Change announcements will also be transmitted to the vendor location master user(s) email address(es) and to the billing contact email address specified in the Vendor's eVA registration record.A registered vendor may reject changes to the terms and conditions of this Agreement by canceling its eVA registration.
- 7) This Agreement shall remain in effect for as long as the Vendor is registered as an eVA supplier. DPS reserves the right to cancel the Vendor's registration at any time. The Vendor may also cancel its registration by contacting eVA Customer Care using the email address or phone number published on the eVA website. In the event the Vendor's registration is cancelled by either party, the Vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electronic procurement transaction that was made or administered in whole or in part using eVA.

Company Name: _____

Company Address: _____

Name and Title of Applicant: _____

Applicant Signature: _____

Applicant Telephone: (_____) _____

Applicant eMail: (_____) _____

Date: _____

COMMONWEALTH OF VIRGINIA
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND NAME USED FOR IRS FILINGS
 Substitute Form W-9 .

Please return within 14 days of receipt (see instructions for return options)

Please Print or Type:

Name Used for IRS Filings

First and Last Name of Business Owner if using SSN or filing as a Disregarded LLC

Trade Name:

If different from above, this name will be used for orders and payments

Select One IRS filing Status	<input type="checkbox"/> Individual (SSN required)	<input type="checkbox"/> Sole Proprietor (SSN or EIN)	<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Partnership	
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust	<input type="checkbox"/> Estate		
	Limited Liability Company (LLC) <input type="checkbox"/>		<input type="checkbox"/> Non-Profit Organization		
	Filing As: <input type="checkbox"/> Disregarded <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation		<input type="checkbox"/> Government Entity		
<input type="checkbox"/> Other Enter Filing Status					

Select if applicable	<input type="checkbox"/> Legal Services	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Joint Venture
	<input type="checkbox"/> Medical Services	<input type="checkbox"/> Real Estate Agent	
	<input type="checkbox"/> Virginia State Agency	<input type="checkbox"/> VA Local Government	
	<input type="checkbox"/> Federal Agency	<input type="checkbox"/> Political Subdivision	<input type="checkbox"/> Other Government

Select if Tax Exempt	<input type="checkbox"/> 501(c)(3) Tax-Exempt	<input type="checkbox"/> 501(a) Tax Exempt (Association, Club, religious, charitable, educational, etc)
	<input type="checkbox"/> Other Exempt from backup withholding	

Enter the address where Tax Information should be sent

1099 Address (number, street, and apt, or suite no)

1099 City, State and ZIP Code

List eVA Vendor Number (s) here (optional)

PART I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.
 For **individuals**, this is your social security number (SSN).
 For Resident Alien SSN or ITIN if you do not have an SSN
 Sole Proprietors may use the owner's SSN or EIN,
 LLC filing as a disregarded entity may use the owner's SSN or EIN.
For other entities, it is your employer identification number (EIN).

 If you do not have a TIN number, go to www.irs.gov for information.

Choose TIN Type:

SSN EIN

Tax ID Number (SSN, or EIN,)

PART II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (Or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien)

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN

Signature	<input style="width: 95%; height: 30px;" type="text"/>	Date
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